

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: School Bus Driver - Special Education Midday Route
Reports To: Superintendent
Approved By: Board of Education Approval Date: June 9, 2020

JOB SUMMARY:

The position is responsible for operating a school bus and transporting school-aged children and other authorized personnel safely and efficiently over specified routes to and from schools and various activities. The position conducts pre-trip, post-trip, and child check inspections, observe safety regulations and policies, enforce student discipline on the bus, and performs related work. The Special Education Midday Route includes the transportation of special education students during the school day outside of the normal routes served by regular route drivers.

ESSENTIAL RESPONSIBILITIES:

1. The driver maintains proper certification, including driver's license, endorsements, and physical requirements.
2. Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects, checking operating systems, and submitting the information in a manner prescribed by the Superintendent.
3. Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at designated bus stops, and watches to ensure that no one hurrying for the bus is left behind.
4. Keeps assigned time schedules, which may require driving during pre-day light and dusk periods, and makes every effort to be on time while ensuring safety.
5. Obeys all traffic laws and transportation practices as prescribed by State and Federal law, School Board Policy, and local ordinances.
6. Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
7. Secures wheelchairs, car seats, and other restraining devices on the bus as needed.
8. Maintains student discipline on the bus and enforces rules governing student conduct.
9. Reports undisciplined students to the building principal or his/her designee and compiles written reports as requested in accordance with the bus driver handbook and the school's Student/Parent Handbook.
10. Conducts bus evacuation drills as required by the school corporation.

11. The driver shall report any accident involving a school bus to the school corporation office, assure medical emergency procedures are followed, not leave the scene until authorized to do so by school corporation official or law enforcement, and complete all necessary reports following the incident.
12. The driver shall notify the proper authority in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents.
13. Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.
14. Drives authorized students and coaches/chaperones on field trips, extracurricular activities, and other special events, often in evenings and at night, as assigned.
15. The driver shall visually inspect each seat within the interior of the school bus or special purpose bus at the end of a trip during which students or passengers are transported to determine that no student or passenger has remained on the school bus or special purpose bus.
16. Returns the bus to the assigned bus location, performs a post-trip inspection, and secures the bus according to procedures.
17. School Bus Drivers participate in all required training.
18. Submits to drug/alcohol testing when required.
19. School Bus Drivers model nondiscriminatory practices.
20. Participate in a continuous training program to update skills.
21. Drivers shall be on their bus for supervisory purposes when children begin loading.
22. Buses shall be in place for receiving pupils after school before pupils are dismissed.
23. Keeps the bus clean and free of debris; follows other bus cleaning procedures.
24. Performs any other related duties as assigned by the Superintendent or designee.